



COUNTY OF SUMMIT, OHIO
CLASSIFICATION SPECIFICATIONS
An Equal Opportunity Employer

TITLE: Medical Laboratory Technologist - DRAFT

CODE:71021

Pay Table: C3

Minimum Hourly Rate: \$30.53

Pay Grade: 05

Midpoint Hourly Rate: \$38.18

EEO Category: 03

Maximum Hourly Rate: \$45.82

EEO Function: 08

Date Adopted: DRAFT

FLSA Status: Exempt

Date(s) Revised: DRAFT

Officeholder(s) using this spec: Medical Examiner

JOB RESPONSIBILITIES:

Under administrative direction of the Chief Medical Examiner, Chief Deputy Medical Examiner, and/or Deputy Medical Examiner; analyzes bodily fluids, tissues, and other samples using complex instruments to assist forensic pathologists in determining cause and manner of death. Key duties include performing complex tests, operating and maintaining sophisticated laboratory equipment, ensuring quality control and accuracy of results, and interpreting data. Technologists also handle infectious specimens, maintain safety protocols, and communicate findings to forensic pathologists. Performs other related duties as required.

QUALIFICATIONS:

Any combination of training or work experience which indicates possession of the skills, knowledge and abilities listed below. Completion of a four (4) year degree in Medical Technology or other science, with successful completion of an internship in Medical Technology or equivalent experience in a laboratory as deemed appropriate by ASCP. Certification by ASCP at the Technologist level. Valid Ohio driver's license. Three or more years of experience in a toxicology laboratory is preferred. Proficiency in MS Office (Outlook, Excel, Word) is required.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

Duties

- Performing Complex Tests: Conducting intricate chemical tests on blood, urine, tissue, and other bodily fluids.
- Operating & Maintaining Equipment: Setting up, calibrating, maintaining, and troubleshooting advanced laboratory instruments and analyzers.
- Ensuring Quality Control: Performing quality control checks, monitoring equipment, and validating new methodologies to guarantee the accuracy and reliability of test results.
- Analyzing & Interpreting Data: Evaluating test data, understanding medical correlations, and interpreting findings to assist forensic



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pathologists.

- **Specimen Handling:** Safely collecting, processing, and handling various biological specimens, some of which may contain infectious agents.
- **Documentation & Communication:** Recording test data, maintaining accurate records, and communicating laboratory findings to forensic pathologists.
- **Adhering to Protocols:** Following safety, infection control, and regulatory guidelines to ensure a secure and compliant laboratory environment.
- **Court Proceedings:** Provide testimony as required in Civil and Criminal court cases.

KNOWLEDGE, SKILLS AND ABILITIES (* Indicates developed after employment)

KNOWLEDGE OF: Advanced knowledge and strong understanding of medical correlation, laboratory parameters, and physiology to interpret test results accurately. Knowledge and application of safety and infection control practices when handling infectious samples.

ABILITIES: Ability to use academic theory, critical thinking, exercise of discretion, and advanced customer service skills to resolve complex problems and make judgmental decisions. to deal with many variables and determine specific action; understand a variety of written and/or verbal communications; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgement and discretion; develop and maintain effective working relationships.

SKILLS: Skill in utilizing automated equipment, manual testing techniques, and computer systems.

DRAFT

**COUNTY OF SUMMIT
CLASSIFICATION/COMPENSATION PLAN**

03/2026

70000 LABORATORY GROUP

2	6	70005	Laboratory Supervisor (00-146, 4-12-00)
2	7	70006	Laboratory Manager

71000 FORENSIC GROUP

2	5	71003	Forensic Investigation Supervisor
2	7	71004	Forensic Investigation Specialist (2003-682, 10-21-03)
3	5	71005	Chief Forensic Investigator

3	5	71021	Medical Laboratory Technologist
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3	7	71031	Toxicologist
3	9	71032	Chief Toxicologist (2016-007)

**90000 COUNTY HUMAN RESOURCE/
COMMISSION GROUP**

2	5	90202	Human Resource Administrative Specialist 1 - HRD (00-148, 4-12-00)
2	7	90205	Human Resource Administrative Specialist 2 - HRC (00-148, 4-12-00)
3	6	90206	Assistant Administrator-HRC (2-12-07)
3	8	90211	HRC Administrator
3	6	90381	Human Resource Compliance Administrator - HRD
3	7	90391	Equal Opportunity Compliance Administrator – HRD (4-2007)
3	7	90405	Human Resource Administrator – HRD (00-148, 4-12-00)